Little Brownie® BAKERS

eBudde

Girl Scouts of Utah
2015 Cookie Booth User Manual

https://ebudde.littlebrownie.com

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General Information

The login screen consists of four parts:

- Login information
- Updating contact information
- Forgotten password
- End User License and Privacy Policy

Your temporary password is good for only **24 hours**.
The password requirements are as follows:

- Must be 8 characters long
- Must have at least one capital letter
- Must have at least one non-alphabetic character

There will be a strength meter to help create a strong password.

You will be required to answer four security questions.

You can now change your password and security questions on the contacts tab by clicking the edit button next to your information and entering a new password. (See page 11 for more details.)

Login attempt rules are as follows:

- Limit to five consecutive bad login attempts
- Account disabled for 10 minutes

Computer Specifications Information

The eBUDDE system has been tested on a variety of computer types and different web browsers.

Approved web browsers:
IBM Compatible – Microsoft Internet Explorer version 8.0 and higher, Firefox 4.0 and higher, Chrome.
Macintosh – Safari 2.0.4 and higher, and Firefox 4.0 and higher, Chrome.

Approved computer specifications:
Recommended Minimums:
1.0 GHz Pentium 4 - 1GB RAM
Recommended Systems:
1.5 GHz Pentium 4 - 1.5GB RAM
To verify your system specification, go to **Control Panel, System**. The general tab will display your system information.

System Access

Every season, users will be reset to a council default password. Girl Scouts of Utah (GSU) will notify you of this password. You will also be required to answer four security questions upon login.

GSU will email you your log in information. The following information will be in the email:

- Web Address - https://ebudde.littlebrownie.com
- Email Address (your address as it appears in Personify)
- Temporary Password

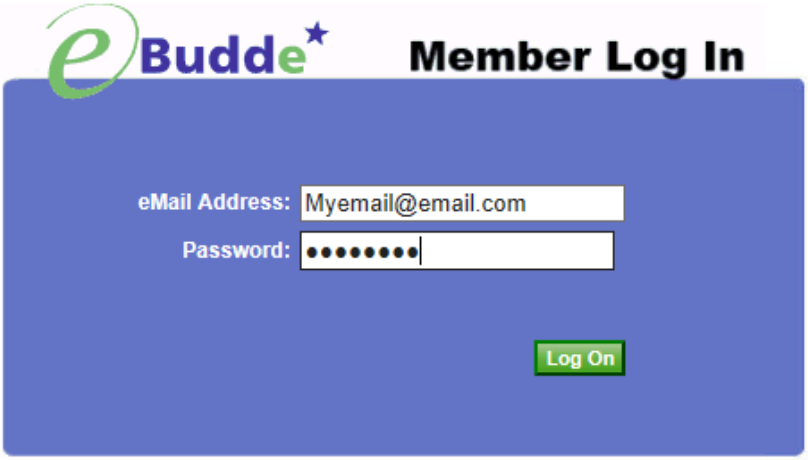
We recommend you add https://ebudde.littlebrownie.com to your **Favorites** for easier access.

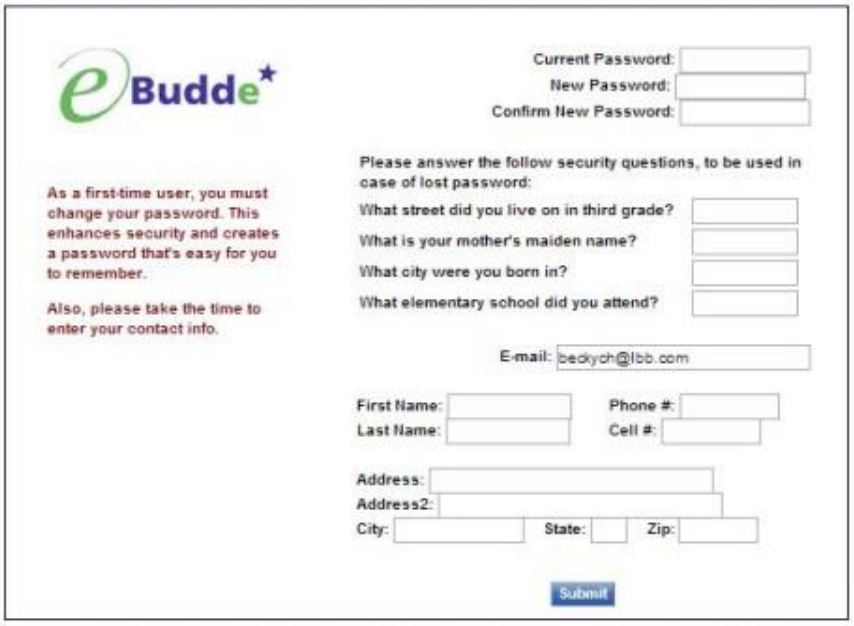
Logging-in

- Go to https://ebudde.littlebrownie.com

Welcome to eBudde 5.2 with new features and functions
to make the 2013-2014 Cookie Sale Season a success.
eBudde
Member Log In
eMail Address:
Password:
Log On
Your username (email address) and password designate your level of access to eBudde.
If you have not been given a username and password please contact your council or volunteer product sales manager.
If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and click here.
If you have forgotten your password, fill in the email field and click here.
eBudde is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the End User License for any questions regarding the use of eBudde.
You may also view our Privacy Policy.

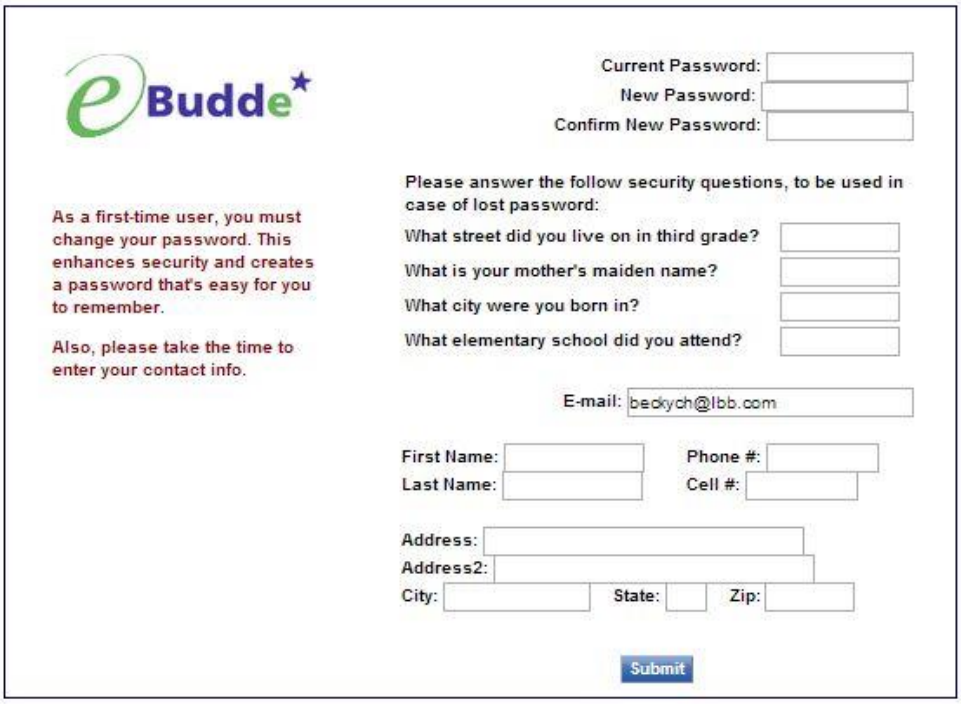
- Email Address – type in your email address as it appears in Personify
- Password – type in the default password you received from council – once you are in, you will be prompted to create a new password.




eBudde
Current Password:
New Password:
Confirm New Password:
As a first-time user, you must change your password. This enhances security and creates a password that's easy for you to remember.
Also, please take the time to enter your contact info.
Please answer the follow security questions, to be used in case of lost password:
What street did you live on in third grade?
What is your mother's maiden name?
What city were you born in?
What elementary school did you attend?
E-mail:
beckych@lbb.com
First Name:
Last Name:
Phone #:
Cell #:
Address:
Address2:
City:
State:
Zip:
Submit

You will be required to fill out this form the first time you try to access the eBUDDE system. **You must change your password to something other than the temporary password.** All the information on this form is mandatory. Once you have entered in all the information, click the **Submit** button or press **Enter.** You will then enter the eBudde system.

Contact Information Page

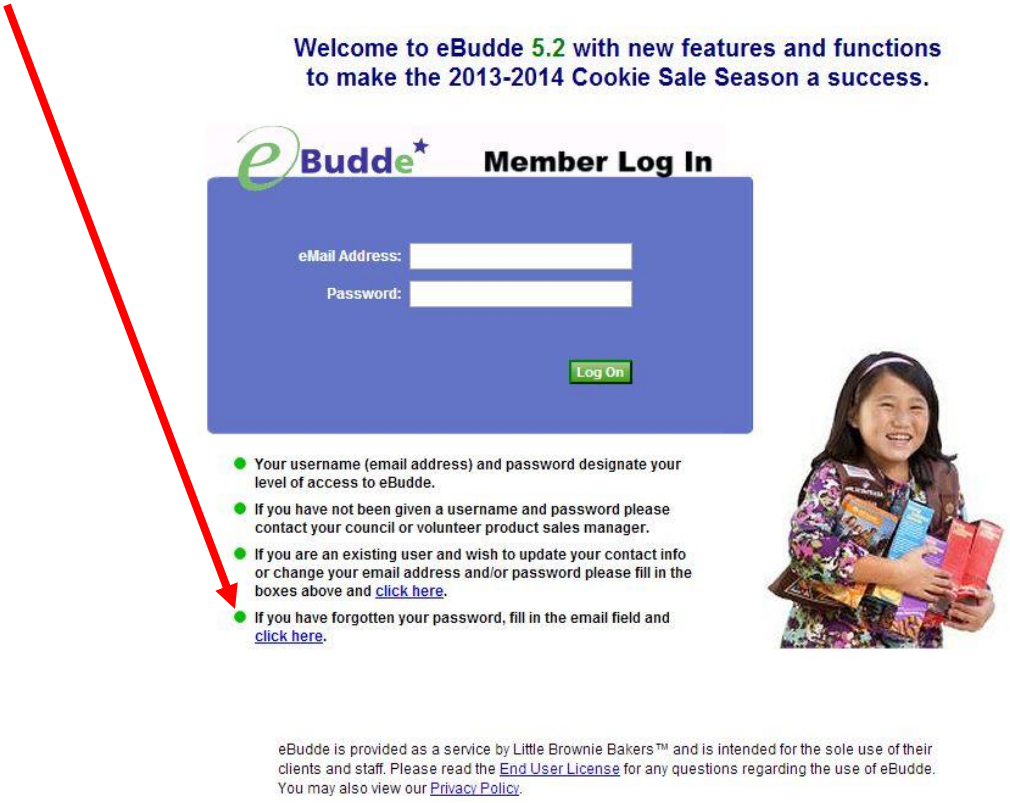

eBudde
Current Password:
New Password:
Confirm New Password:
As a first-time user, you must change your password. This enhances security and creates a password that's easy for you to remember.
Also, please take the time to enter your contact info.
Please answer the follow security questions, to be used in case of lost password:
What street did you live on in third grade?
What is your mother's maiden name?
What city were you born in?
What elementary school did you attend?
E-mail: beckych@lbb.com
First Name:
Last Name:
Phone #:
Cell #:
Address:
Address2:
City:
State:
Zip:
Submit

This form is available to existing users wishing to make changes their password, email address, security questions and personal information. To access this page click on the link provided on the login page.

Welcome to eBudde 5.2 with new features and functions to make the 2013-2014 Cookie Sale Season a success.
eBudde
Member Log In
eMail Address:
Password:
Log On
Your username (email address) and password designate your level of access to eBudde.
If you have not been given a username and password please contact your council or volunteer product sales manager.
If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and click here.
If you have forgotten your password, fill in the email field and click here.
eBudde is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the End User License for any questions regarding the use of eBudde. You may also view our Privacy Policy.

Forgotten Password

A forgotten password does not require a phone call!


Welcome to eBudde 5.2 with new features and functions
to make the 2013-2014 Cookie Sale Season a success.
eBudde
Member Log In
eMail Address:
Password:
Log On
Your username (email address) and password designate your level of access to eBudde.
If you have not been given a username and password please contact your council or volunteer product sales manager.
If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and click here.
If you have forgotten your password, fill in the email field and click here.
eBudde is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the End User License for any questions regarding the use of eBudde. You may also view our Privacy Policy.

Users can now reset their own passwords. Click the click here link under the fourth bullet point.

eBudde will offer you two ways to reset your password. You can either have a temporary password sent to you or you can answer your security questions to reset your password.

To get a temporary password emailed to you, click the **Submit** button next to option 1.

To use the security question option, click the **Get Questions** next to the email address. Answer the two security questions, enter in a password in the password box and re-enter the same password in the confirm password box. Click the **Submit** button. eBudde will tell you that your password is now changed. Click Back to Login Page to login with this password.

Password Recovery

You have two options to recover a lost password:

Enter your email address, and a your password will be set to a temporary password and emailed to you:

Email: email@lbb.com Submit

——— OR ———

Enter your email address, and click to load your security question. Then answer the questions, and select a new password:

Email: email@lbb.com Get Questions

Question #1?
Question #2?

Password:

Confirm Password: Submit

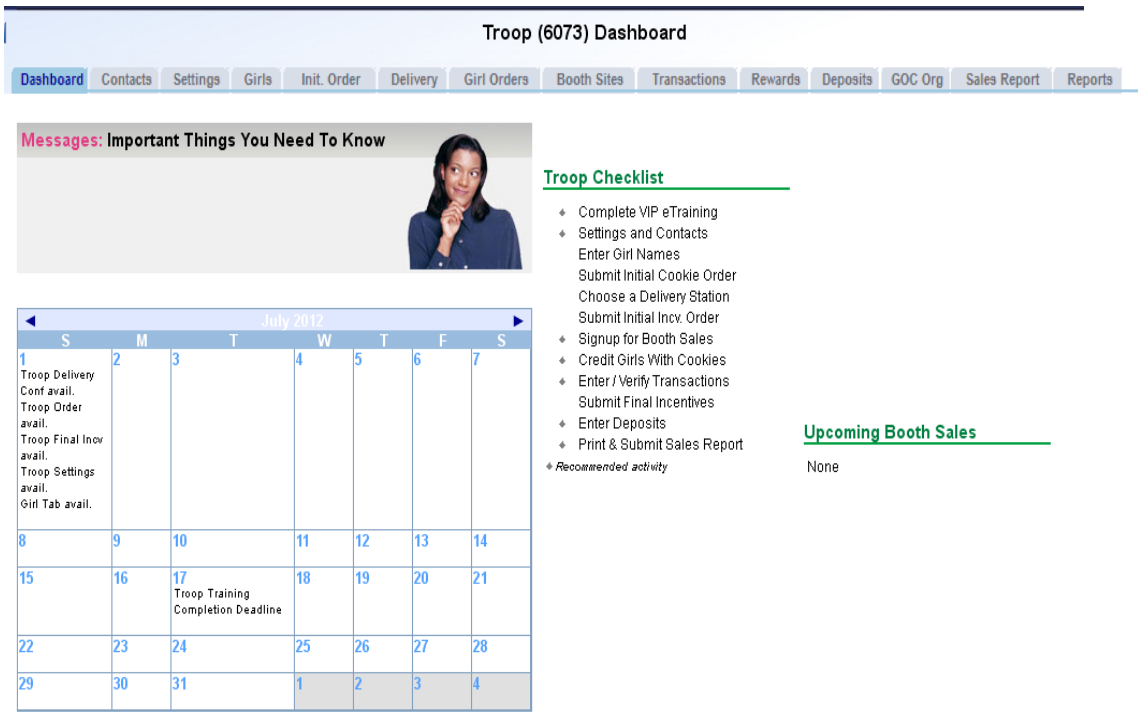
Back To Login Page

Menu Bar

The Menu Bar provides additional support for you in eBUDDE.

Home – Returns you to the dashboard page
Manuals – Provides a manual or a customized council manual in Adobe Acrobat PDF format
LittleBrownie.com – Provides a link for you to go to the Little Brownie website that has additional resources.
Cookie Club – Provides a link for troop leaders to go to the Little Brownie Cookie Club website where their girls can track cookie sales, send eCard promises and maintain their contact list.
Log Out – Allows you to log out of the system.

The **Hide Navigation** feature allows you to hide the display of the navigation tree. Click the arrow to toggle this feature on and off. This can be helpful if the form on the right that you are trying to fill out goes off the screen. It will move all the information over to the left.



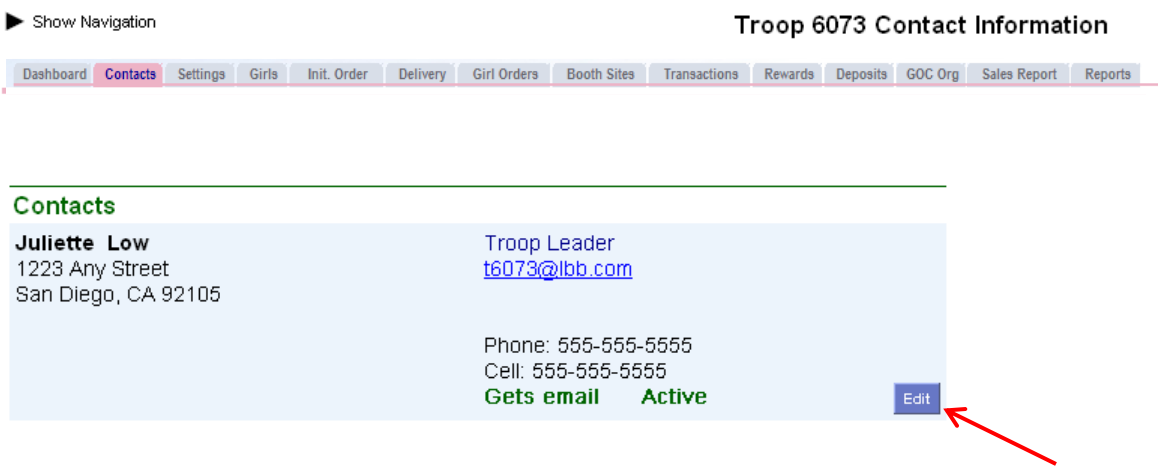
Troop Tabs

eBUDDE provides a variety of features for troops to track their cookie sale information. Girl Scouts of Utah (GSU) is only utilizing the booth sale module; therefore some tabs will not be available. In addition, some screens may look slightly different as councils can tailor eBUDDE to meet their needs.

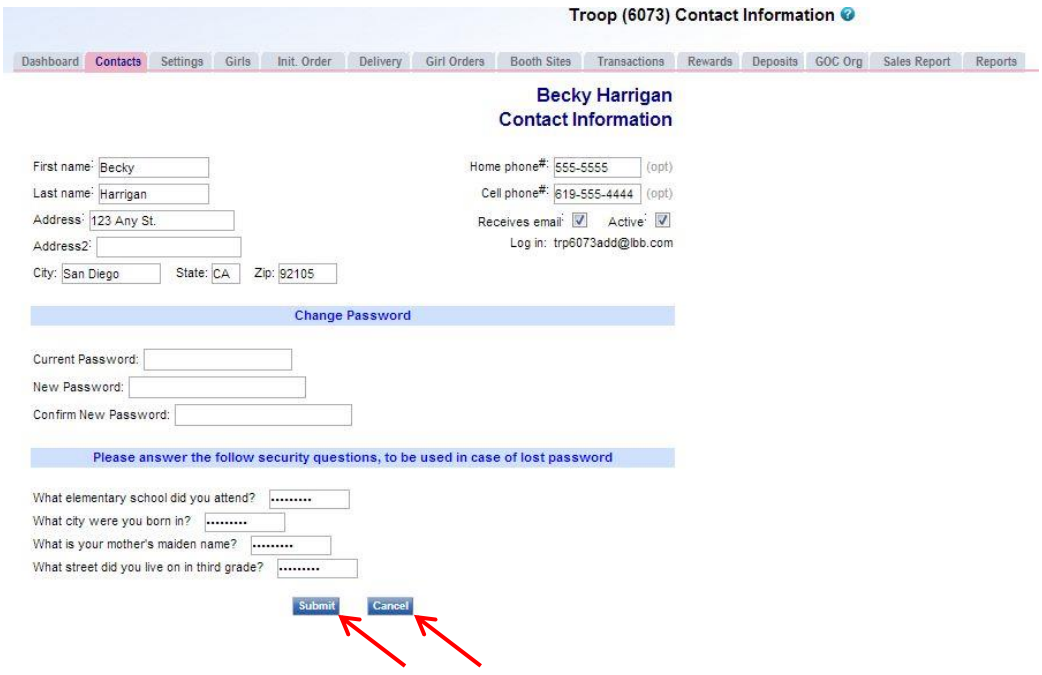
Dashboard – The dashboard tab is the screen you will see every time you log into eBUDDE. It shows important messages, calendar, checklist and dates.
Contacts – Allows you to edit your contact information. This includes name, address and phone number. This **DOES NOT** include changing the email address. That must be done from the login screen.
Settings – Not applicable to GSU.
Girls – Not applicable to GSU.
Init. Order – Not applicable to GSU.
Delivery – Not applicable to GSU.
Girl Orders – Not applicable to GSU.
Booth Sales – This option allows you to review/reserve booth sites.
Transactions – Not applicable to GSU.
Rewards – Not applicable to GSU.
Deposits – Not applicable to GSU.
GOC Org. – Not applicable to GSU.
Sales Report – Not applicable to GSU.
Reports – Not applicable to GSU.

Contacts Tab

The Contacts tab allows you to change your contact information.



To edit your contact information, click **Edit** below your name. You can edit your information and also change your password by entering in your current password and your new password. You can also update your security questions. You then click **Submit.**



You can change all information displayed **except for your email address**. You can change your email by logging out and at the login screen click the link to update your information.

Once you have made your changes, click **Submit** to save the information. Click **Cancel** to leave this screen without saving the information.

Booth Sales

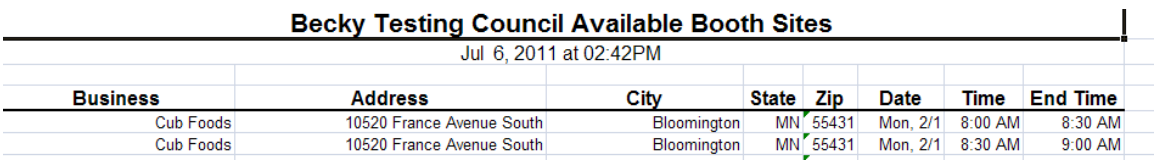
The Booth Sale Module is where a troop will reserve a booth site. Click the Booth Sites tab to use the Booth Sale system.

Free Slots

Clicking the **Free Slots** button will give you a screen to select your criteria for finding available booth shifts. You can search using multiple criteria. Once you have entered your criteria, click the **Get Report** button. If you decide not to look for free slots, click the **Back** button.

Specify Any Filter Criteria You'd Like:
Business Name:
City:
State:
(ex: NY)
Zip:
Dates and times can be entered in many different formats, including things like "tomorrow" and "2 weeks from today", but if you get errors, or odd behavior, formats like "2/1/2011" and "8:00pm" are the best to use.
Starting Date:
Ending Date:
Start Time after:
Start Time before:
Get Report
Back

The system will report back any available slots according to your criteria.



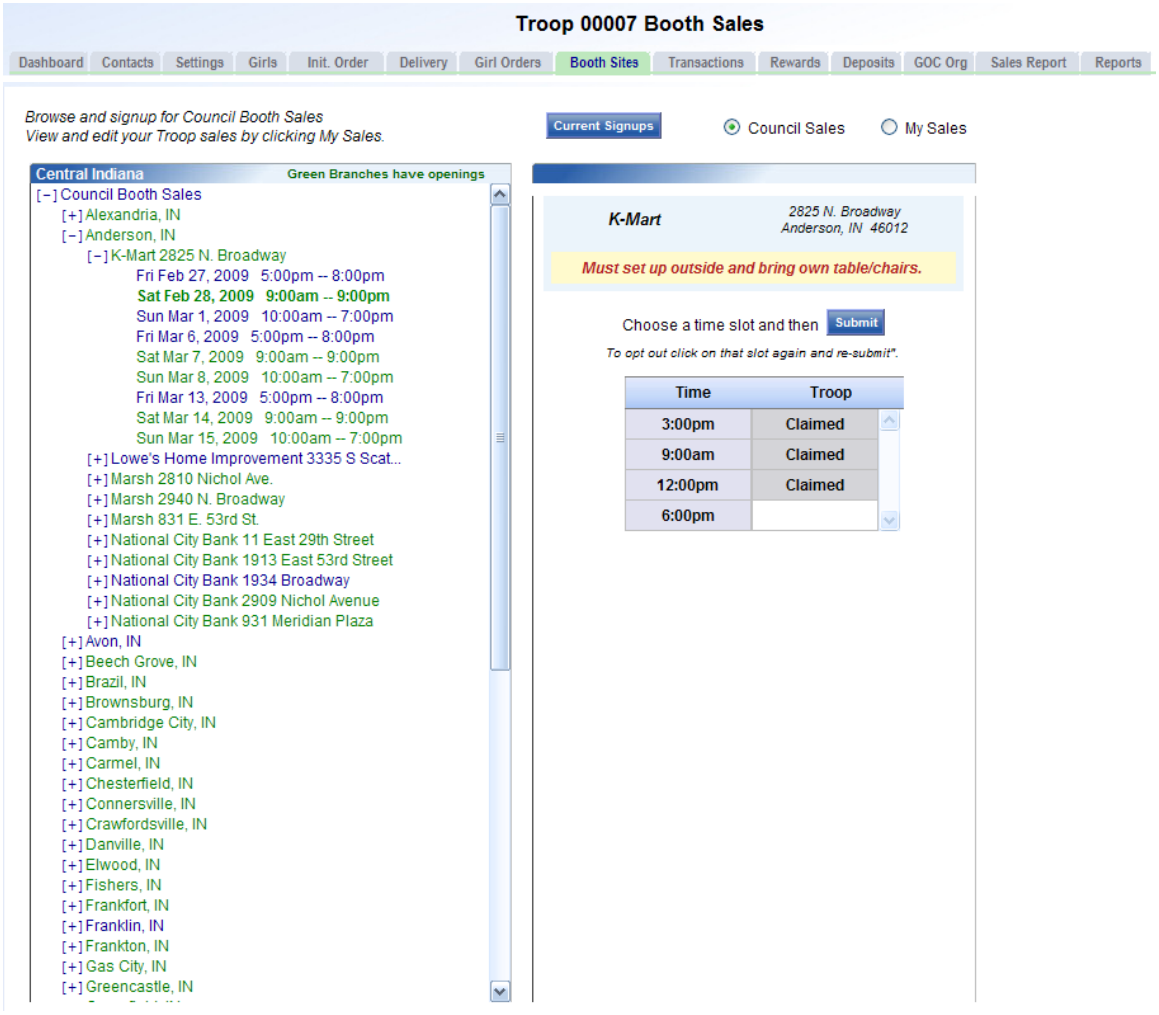
Becky Testing Council Available Booth Sites

Jul 6, 2011 at 02:42PM

Business	Address	City	State	Zip	Date	Time	End Time
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:00 AM	8:30 AM
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:30 AM	9:00 AM

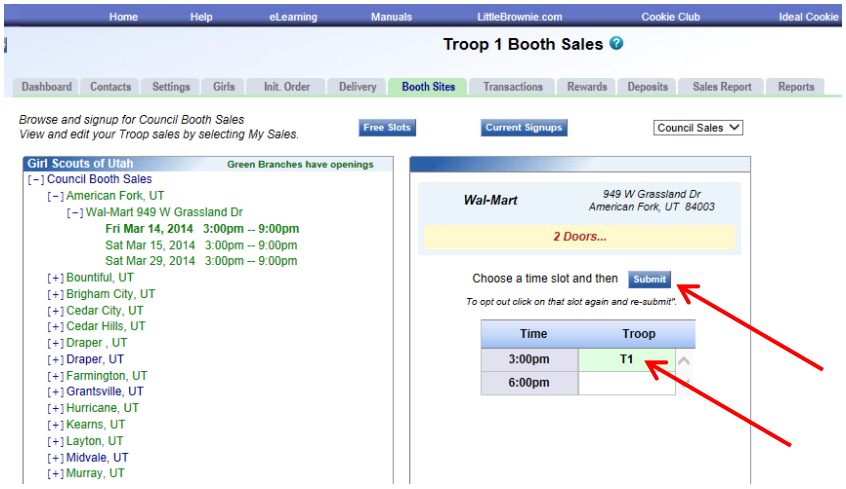
Reserving Booths

Booth sales are sites that are approved by council and open to all troops to hold a booth sale. Troops may select a maximum of 3 stores/shifts in the first 7 days of the reservation period. After the first 7 days, troops will be able to reserve an unlimited number of stores/shifts. Remember you **must** have the minimum number of girls and adults at every booth.

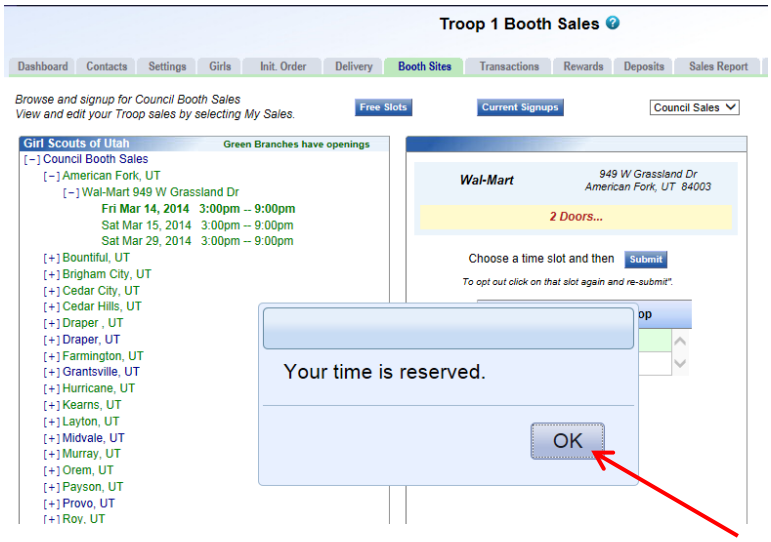


To begin selection of your booths, click on the plus sign next to the city in which you are interested in holding a booth sale. Then choose the store and location by clicking on the plus sign next its name. Choose the date and time range you are interested in by clicking directly on the text. This will bring up a small screen on the right which will show the available time frames. (**NOTE:** Only the **start times** will appear; booth slots are in 2 and 3 hour increments.)

To select the time period, click on the space to the right of the start time that you are interested in. To deselect it, click the space again. Once selected, click the submit button to reserve your location and time. Remember booth reservations are on a first-come, first-served basis.

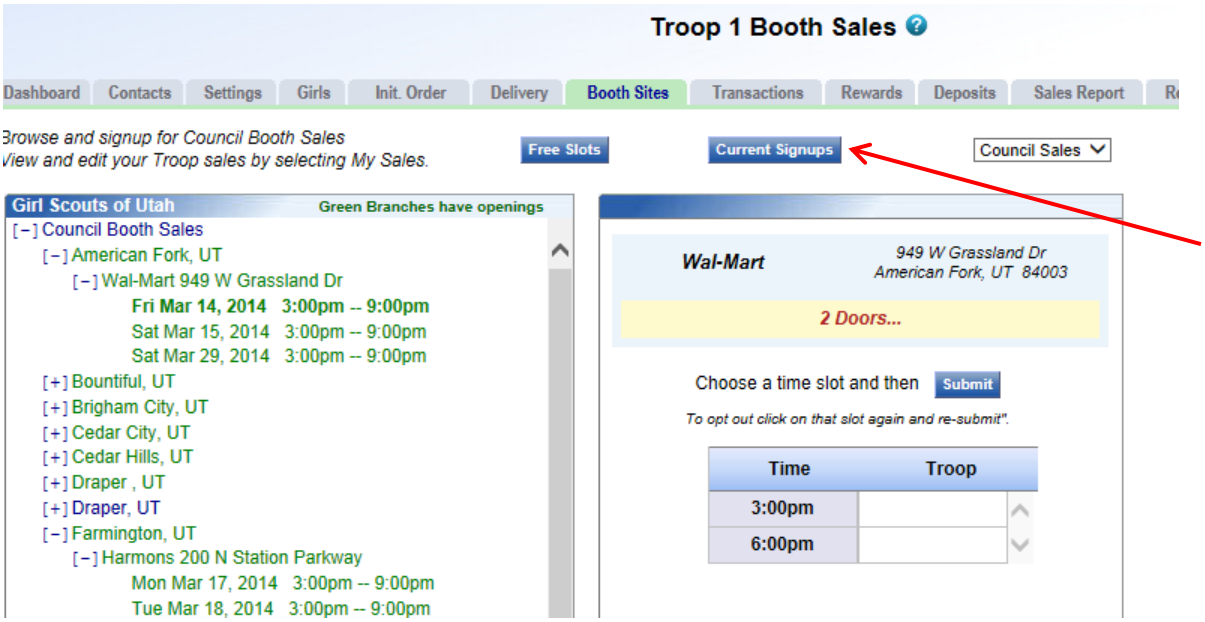


You will receive a message that your time is reserved. Click OK on the message window to proceed. **NOTE: IF you do not see the message, your time slot was NOT reserved. Be sure to wait for the message and Click OK.**

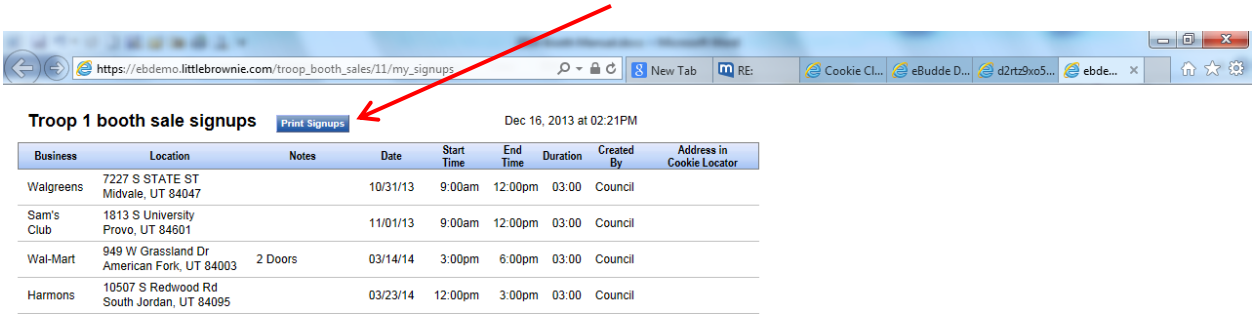


Booth Confirmation(s)

To get a complete listing of your troop's booths click the **Current Signups** button.



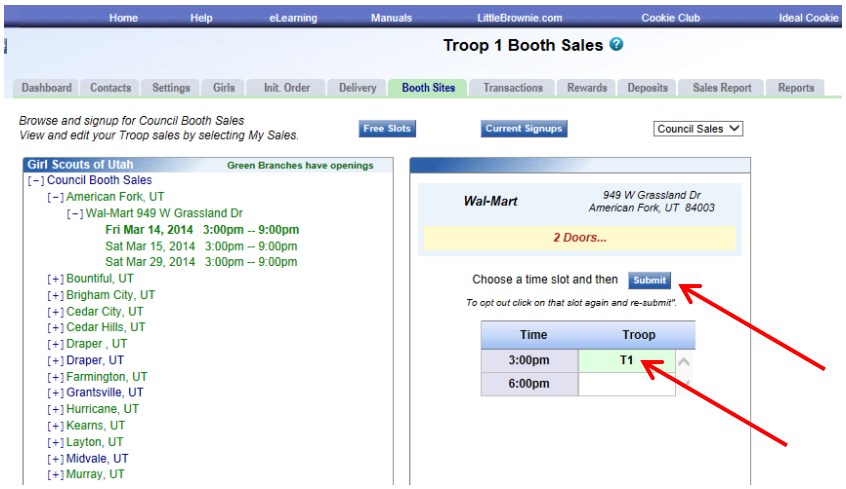
This will bring up a report listing all of your troop's current booth assignments. To print your report, click the **Print Signup** button.



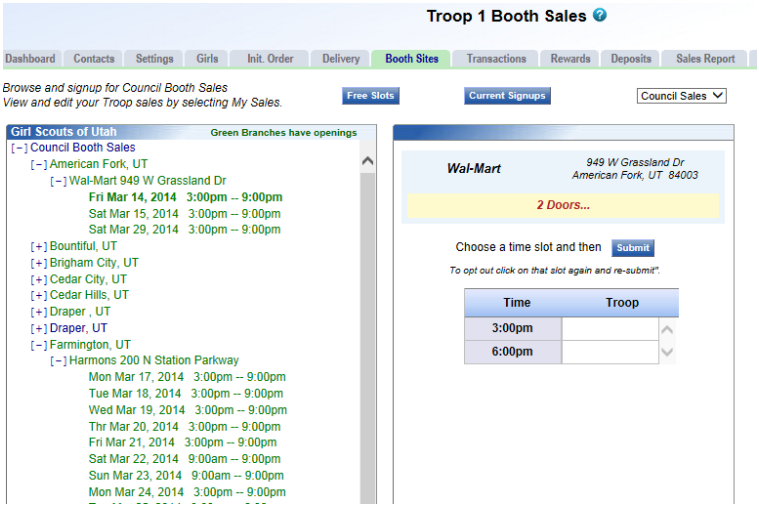
Canceling Unneeded Booths

Please remember to **remove any shifts you are not going to use** so other troops have the opportunity to reserve them should they need to, and **so they do not appear when customers are searching for a booth from which to purchase cookies.**

To cancel a booth, click on the plus sign next to the city in which you reserved your booth. Then choose the store and location by clicking on the plus sign next its name. Choose the date and time range you reserved by clicking directly on the text. This will bring up a small screen on the right which will display your troop number next to the shift you reserved.



Click on your troop number and then click submit to cancel your booth.



Logging Out

Remember to log out of the system once you've completed reserving/cancelling your booths. To log out, click **Log Out** on the menu bar.